

FILED: *Records*
RETURN TO
RECORDS MANAGEMENT DIVISION

20 April 1956

MEMORANDUM FOR THE RECORD

SUBJECT: Records Management Program - Atomic Energy Commission

1. As the result of an invitation from Mr. Thomas Pugliese in charge of the records management program of the Atomic Energy Commission, I have obtained the following information with respect to the operation of their program:

(a) The records management program in Atomic Energy Commission includes correspondence management, vital materials, filing systems, standards for microfilming, and records disposition.

(b) The organization for the operation of this program consists of a small staff of central office employees which exercise staff direction only over the program. This is limited to the development of guide lines, policies and procedures. Central staff members do not conduct records inventories or surveys.

The
(c) A substantive AEC program is highly decentralized. Research, development and actual production of Atomic Energy is accomplished through contractors throughout the United States. Consequently, the records management program is likewise highly decentralized.

(d) The Atomic Energy Commission operates 11 records staging areas (records centers). These centers receive, service, and dispose of those records pertaining to the administration and operation of the Atomic Energy Commission program, and to the production, research and development of AEC substantive projects by their contractors.

(e) AEC operates on a theory that the local administrator in his specific field area has responsibility to expend unlimited funds for the development and production of AEC products. Consequently, he has authority and responsibility for local determinations and operation of a records management program. He has a small staff for this purpose. He receives his guide lines from the central office.

(f) Forms ~~management~~ and reports management programs are administered by organizational units in the central office outside the Records Management Staff.

(g) At present, AEC has approximately 39% of their total records holdings in staging areas.

(h) Vital Materials Repository is centralized. It is not adjacent to the emergency relocation center for the Agency. No vital materials repository as such exists in the field today.

2. The above information is not all inclusive. It is only a guide line for us to use in comparing our program with theirs.

3. The AEC records management staff has published a number of regulations and issued a number of records disposition schedules. These are attached.

4. The Records Management Staff and headquarters of AEC is located organizationally with their Construction and Supply Division.

 25X1A9a

ATTACHMENT

MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

No ATTACHS.